

VEC-ES-560
(R-3/70)

Approved For Release 2006/02/07 : CIA-RDP78-00300R000100090112-9
CLEARANCE ORDER

ORDER NUMBER
111-VA-36-226

2. SPECIFIC EDUCATIONAL REQUIREMENTS (Degree required, other specialized training, etc.)

See attachments

3. REFERRAL INSTRUCTIONS ('X' appropriate blocks)

- ☐ DIRECT
- ☐ DELEGATED HIRING AUTHORITY
- ☒ POSITIVE RECRUITMENT
- ☐ TELEPHONE. Reverse charges to:

Name

4. SPECIFIC EXPERIENCE REQUIREMENTS

See attachments

Title

Telephone Number

Hours Available

☒ MAIL (SF 170 to Employer)

☒ Form ES-564 ☒ SF 170

☐ Other (Specify)

5. OTHER SPECIAL REQUIREMENTS (Licenses, memberships, security clearance, citizenship, language ability, physical condition, union membership, tools, special equipment, etc.)

Applicant & spouse must be a U. S. Citizen for at least five years. When processing of acceptable applicants is begun, security clearance will generally involve a minimum of 120 days. Every effort will be made to obtain verification promptly.

6. EMPLOYER WILL

- ☐ Advance ☐ Pay
transportation to point of
- ☐ Interview ☐ Employment

7. SUPERSEDES CLEARANCE ORDER

Number
III-VA-36-226

Dated
9-1-74

8. EMPLOYER

Central Intelligence Agency

9. ADDRESS Chief, Personnel Recruitment
P. O. Box 9312, Rosslyn Station Div.
Arlington, Virginia 22209

10. OPENINGS

50

11. OCCUPATIONAL TITLE

Multiple

12. CODE
See
attachment

13. EMPLOYER'S JOB TITLE

14. IND. CODE

9190

15. LOCATION OF JOB (If different from item 9)

Arlington-Fairfax Counties, Va., Washington,
D.C.

16. DURATION

Perm.

**17. MARITAL
STATUS**
Open

18. RATE OF PAY
See
Attachment

19. HOURS OF WORK

5-day week - 40 hours per week

20. ORDER-HOLDING OFFICE (Address, phone)
Virginia Employment Commission
P.O. Box 4288, Seven Corners
Falls Church, Va. 22044
TEL: 703 532-8960

21a. DATE ISSUED
3-1-75

b. DATE EXPIRED
9-1-75

22. LO INDIVIDUAL TO CONTACT

23. JOB SUMMARY. Describe duties and supervision exercised and received.

See attachments. Applicants must meet the minimum qualifications (listed on attached job summary). CONSTANT NEED AND CONTINUOUS RECRUITMENT ACTIVITIES A SIX MONTH VALIDITY PERIOD IS REQUESTED. Any change will be submitted promptly.

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24. NATURE OF EMPLOYER'S BUSINESS

25. APPROXIMATE NO. OF EMPLOYEES

26. SPECIAL BENEFITS

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a. Promotion possibilities

Promotions are made on basis of merit after reasonable period of service through Staff Review Panels.

b. Retirement plan

Personnel are included under Federal Civil Service Retirement System. Salary deduction 7%.

c. Insurance plan

Federal Employees Group Life Insurance Plan. Protection in multiples of \$1,000 of salary. Cost borne by Government and Employees.

d. Vacation plan

Leave earned on graduate scale with minimum of 13 days a year with less than 3 years service. Home leave is accumulated after 2 years at a post. Travel expense paid by Government.

e. Other

27. LIVING CONDITIONS AND COMMUNITY FACILITIES

a. Housing Assistance

will be given in locating initial housing. Accommodations are available in varied types and prices.

b. Educational

Good public and private schools in area.

c. Recreational

Wide variety of choice.

d. Cultural

Excellent museums, libraries, theatres, etc.

e. Other (Specify)

28. REFERRAL AND PLACEMENT RECORD

a. Action summary (Date and type)

b. Closing Summary (Date and reason)

	CALL IN	DATE REFERRED	HRD	APPLICANT'S NAME	SOCIAL SECURITY NUMBER	AGE	SEX	VET	GRP	PHYS EDUC	AOC	RESULT	WHY PLACEMENT DID NOT RESULT
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													

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INFORMATION SHEET
(CENTRAL INTELLIGENCE AGENCY)

1. REFERRAL INSTRUCTIONS:

a. Mail Referrals: Mail U. S. Civil Service Commission Standard Form 171 (Personal Qualifications Statement) with test result (s) direct to employer. Referral instructions will be arranged with your office by the employer.

b. POSITIVE RECRUITMENT: Positive recruitment arrangements will be made in accordance with existing agreement, i.e. agency recruiter will contact State Clearance Officer to work out an acceptable itinerary.

There will be some unforeseeable occasions when the agency will recruit for occupations not listed on this order, and therefore request employment service assistance. In such instances, it is requested that the local office concerned be guided by information supplied by the recruiter, and list the appropriate occupational code (s) on the ES-568 submitted to the Order-Holding Office.

2. TESTING INSTRUCTIONS:

The agency recruiters may request typing, and dictation tests. In most instances, they will accept employment services' proficiency tests, but on some occasions they may request space be made available for the recruiter to administer agency typing and shorthand tests to acceptable applicants.

When the employment service administers tests, it is requested that the recruiter be furnished with the raw tests results in terms of speed (wpm), errors by typing, and dictation. This test information on proficiency tests (raw score) is needed by the agency for appointment as well as determination of grade level.

3. VERIFICATION OF REFERRALS:

a. Clearance Referral and Placement Record (ES-568): Verification of referrals by the Order-Holding Office has been difficult in a number of instances. To facilitate verification, it will assist the Order-Holding Office and the agency if the dates shown on the 568's would relate back to the date in which the recruitment was actually conducted rather than the date in which the forms are typed.

b. Direct Notification by Agency: Final placement verification will be no less than six months, and may take two years. Applicants will be notified direct by employer at appointment. Order-Holding Office will not be notified until after applicant enters on duty, and, therefore, will not be able to advise the Applicant-Holding Office until that time.

